

Georgia's Pre-K Program 2013-2014
Instructional Quality (IQ) Guide for Assessment
Work Sampling Online Director Timeline
Reporting Period 1(FALL)

Site Name: _____

PRE-PLANNING	<input type="checkbox"/> Meet with teacher(s) to review guidelines and other requirements you will put into place for teacher(s). <input type="checkbox"/> Create a monitoring plan for reviewing and providing feedback to teacher(s) and file with your Director Grant Requirement Checklist. <input type="checkbox"/> Ensure teacher(s) have all materials necessary for assessment collection (camera, computer, dsl, printer, etc).
WEEK 4 DUE:	<input type="checkbox"/> Screen all classes. Randomly select at least 3 portfolios from each class to ensure teachers are entering and linking documentation online weekly.
WEEK 6-7 DUE:	<input type="checkbox"/> For each class verify that all students have a checklist created. You are able to check the site as a whole using the Assessment Status Report . (directions to run the report are on the BFTS website in the "how to" file under Work Sampling).
WEEK 12-13 DUE:	<input type="checkbox"/> Screen all classes. Randomly select at least 3 portfolios from each class to ensure teachers are entering and linking documentation online weekly.
WEEK 17-18 DUE:	<input type="checkbox"/> Randomly review Narrative Summary Reports prior to conferences for completion and ensure comments are factual, positive and written in a professional manner. <input type="checkbox"/> Ensure that all 69 indicators have been rated and finalized.

Director/Reviewer Signature: _____ **Date:** ____/____/____

Georgia's Pre-K Program 2013-2014

Instructional Quality (IQ) Guide for Assessment

Work Sampling Online Director Timeline

Reporting Period 2 (SPRING)

Site Name: _____

WEEK 4 DUE:	<input type="checkbox"/> Screen all classes. Randomly select at least 3 portfolios from each class to ensure teachers are entering and linking documentation online weekly.
WEEK 6-7 DUE:	<input type="checkbox"/> For each class verify that all students have a checklist created. You are able to check the site as a whole using the Assessment Status Report (directions to run the report are on the BFTS website in the "how to" file under Work Sampling).
WEEK 12-13 DUE:	<input type="checkbox"/> Screen all classes. Randomly select at least 3 portfolios from each class to ensure teachers are entering and linking documentation online weekly.
WEEK 17-18 DUE:	<input type="checkbox"/> Randomly review Narrative Summary Reports prior to conferences for completion and ensure comments are factual, positive and written in a professional manner. <input type="checkbox"/> Ensure that all 69 indicators have been rated and finalized. <input type="checkbox"/> All children's checklist and narrative summary reports are copied and left on site for three years.

Director/Reviewer Signature: _____ **Date:** ____/____/____